## ROUTING AND TRANSMITTAL SLIP

**Date** 22 APR 1986

STAT

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
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| 1. OIT/MD | | |
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|---|---|---|
| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

**REMARKS**

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|---|---|
| C/ISSD/OS | Phone No. |

9041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA

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17 APR 1986

MEMORANDUM FOR:  Chief, FDIA Staff

VIA:  Deputy Director of Security (PTS)
NIO for Foreign Denial and Intelligence
  Activities

25X1

FROM:

Information Systems Security Division, OS

25X1

SUBJECT:  Security of Agency Personal Computer
Diskettes

REFERENCE:  Memo for DD/PTS/OS & DD/OIT-M fm C/FDIA Staff,
dtd 20 Mar 86, Subject:  Protection of Agency
PC Diskettes

    1.  This office appreciates your concern for the security
of Agency personal computers, including controlling their mag-
netic storage media (diskettes).  We also appreciate your candor
regarding the difficulty in obtaining appropriate security
advice and guidance and regret that the DI ADP Control Officers
did not suggest that you contact this office.  Through our
computer security awareness programs and briefings, we are
attempting to have Information Systems Security Division (ISSD)
become a "household" name in computer security; unfortunately
as is evident by your memorandum, we have not, as yet, been

25X1  able to reach all the masses.

    2.  Your office certainly exercised good security judgment
in not permitting the diskettes in question to be returned to
the vendor.  Returning magnetic media to uncontrolled environ-
ments is covered (specifically on page 2, section 8) in our
"Security Procedures for Personal Computers," which have been
disseminated to all Agency ADP Control Officers.  I am attaching

25X1  a copy for your future reference.

    3.  ISSD is in the process of publishing a "Personal
Computer Security-Quick Reference Guide."  This document will
be unclassified and is intended to be used on the desk top to
provide instant guidance for situations similar to what you
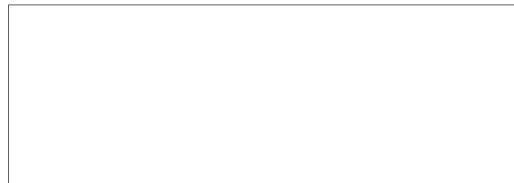recently encountered.  Controlling magnetic storage media is

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one of Security's major areas of concern. We are actively pur-
suing ways in which to control the media, including procedural
inventory control systems and encrypting the data stored on
diskettes. We are also planning to brief all Agency ADP Control
Officers on a number of computer security issues to provide
them with a better base from which to draw when giving security
25X1    guidance.

        4. I appreciate your bringing the difficulty you encoun-
tered in receiving appropriate security guidance to my attention.
It is through this type of feedback that we are able to measure
the effectiveness of our program and take steps to improve
25X1    communications with our customers.

25X1

        Attachment

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20 March 1986


MEMORANDUM FOR:   Deputy Director for Physical and Technical Security/OS ✔
                  Deputy Director for Management/OIT

THROUGH         : NIO for Foreign Denial and Intelligence Activities

25X1    FROM    : [ ]

                  Chief, FDIA Staff

SUBJECT         : Protection of Agency PC Diskettes


    1. We are in the process of upgrading our PC data base software, DBaseIII to DBase Plus. Ashton-Tate, like other software houses, for copyright reasons requires the return of one version of software (program diskettes) before they will provide updates. To comply with various Agency regulations that require that all magnetic media remain on Agency premises
25X1 [ ] we requested and received from Ashton-Tate an exception to the requirement; a letter certifying destruction will
25X1 suffice. [ ]

    2. Our reason for bringing this to your attention is the wide range of advice--much of it wrong--that we received from several different Agency PC users as we sought guidance on how to update our software. A few advised us to go ahead and return the diskettes. Others told us to use our own judgment. Two DI office ADP control officers told us their PC users were "on
25X1 their own" with regard to all aspects of PCs, including security. [ ]

    3. Knowing that the number of Agency PCs and users is rapidly increasing as are the updates to the many and varied software packages being used, and that the security education level appears to be low, we are concerned that users may take the path of least resistance and exchange diskettes despite the regulations. In our view, a management and control system is necessary as a supplement to existing regulations to maximize protection of classified information that may be on software diskettes. We feel one should be developed requiring control of all software and data diskettes combined with a periodic inventory by operating components (conceptually, a control system
25X1 equivalent to those in use for SCI documents). [ ]

    4. We understand that OIT plans to open a "software store" sometime this year. With a requirement that all PC software be acquired thru and only thru the store, combined with a requirement that unique control numbers be assigned and an inventory record maintained there, the Agency could take a major step forward in gaining control over this all important security area. Subsequent, periodic inventories could be conducted the way they currently are for top
25X1 secret documents. [ ]

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